

**Revised Action Plan submitted under Section 114 of Education and Skills Act 2008**

**School name:** Lawrence House School

**School URN:** 136752

Standard	Objective	Proposed Action	Responsible Person (s)	To be completed by	Success Criteria	Progress
7 (a)	Improve the school's policies for safeguarding pupils and keep them up to date	A1 - Review the school's Child Protection & Safeguarding policy and other related policies against the following guidance: <ul style="list-style-type: none"> <li>• Keeping Children Safe in Education (Sept 2016)</li> <li>• Children Missing Education (Sept 2016)</li> <li>• FGM Mandatory Reporting Procedural Information (Nov 2016)</li> <li>• School attendance - Guidance for maintained schools, academies, independent schools and local authorities (Nov 2016)</li> </ul>	Peter Barron	November 2016	An outline of the specific issues that need to be reviewed, added or removed from the policy is produced and passed on to Jo Sammon by the deadline.	The review was completed by the deadline and results were sent to Jo Sammon.  A reminder on FGM reporting duty was also issued to staff and governors March 2017.  Following the Ofsted feedback letter an additional external review of company safeguarding policy has been commissioned from Safe CIC Ltd. This will be completed before the Easter break.
		A2 - Update the Child Protection and Safeguarding policy and Behaviour Management, Roles and Responsibilities in Education Policy  other related policies for safeguarding pupils and promoting their welfare, health and safety	Peter Barron  Jo Sammon Fay Donnelly	November 2016  January 2017	Completion of updates by the deadline.  The policies should show regard to the changes in the updated guidance listed on action A1	A policy review was completed October 2016 identifying areas where polices could be strengthened to meet current guidance. The following policies have been reviewed and are now compliant: <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding Policy</li> <li>• Behaviour Policy</li> </ul>

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						<ul style="list-style-type: none"> <li>Roles and Responsibilities in Education Policy</li> <li>More to add</li> </ul>
		A3 - Ensure that the school policy and the company policy are complimentary	Peter Barron	December 2016	Production of flowcharts of the referral and monitoring procedures which demonstrate synchronicity between the two.	Synchronous flowcharts are included in the revised policy.
7(a)	Improve the school's policies for safeguarding pupils and keep them up to date	A4 - Set up weekly alerts (or schedule a weekly check) on the DfE and Ofsted websites to receive new and updated guidance and use this to update safeguarding policies and procedures as required	Peter Barron	From January 2017	<p>Communication between Peter Barron and the school leadership informing them of updated guidance and policy.</p> <p>Having an item on the governors' agenda about new guidance and policies that affect the school.</p>	<p>Fay Donnelly and Peter Barron are both subscribed to both update services and information is on agenda for team meeting and emailed out to tutors.</p> <p>LHS has also subscribed to Andrew Hall Safeguarding Briefings.</p> <p>The revised safeguarding and child protection policy was received by Governors 27/2/17.</p>
		A5 - Ask all staff to read part 1 of Keeping Children Safe in Education (Sep 2016) then have a discussion to improve their understanding during a meeting	Fay Donnelly	November 2016	<p>Staff confirming that they have read part one of the guidance.</p> <p>Staff discussions or questions raised during the meeting</p>	<p>Quiz on contents carried out in February and reported to governors. Further discussion at team meetings. External training from Safe CIC Ltd completed 27 and 28 April 2017 for managers and staff.</p>

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					demonstrating that they have read the guidance.	
7(a)	Improve the school's policies for safeguarding pupils and keep them up to date	A6 - Ask all managers and governors to read all parts of Keeping Children Safe in Education (Sep 2016) and the school's updated Child Protection & Safeguarding policy	Peter Barron	November 2016 & January 2017	Confirmation from managers and governors that they have read the guidance.  Discussions or questions raised about safeguarding during board meetings demonstrating that they have read the guidance.	Completed and on-going. Minutes of Lawrence House School Management Committee January 2017 and discussed at school governors February 2017.  Following receipt of DfE/Ofsted feedback an external review of safeguarding policy has been commissioned, which was completed April 2017.
7(a)	Improve the school's policies for safeguarding pupils and keep them up to date	A7 - Deliver staff training about the school's updated Child Protection & Safeguarding policy and other related policies	Jo Sammon	January 2017	All staff taking part in the training by the deadline.  Feedback showing that staff have understood.	Completed. However, audit suggests further training needed. This took place 27 and 28 April 2017. Pending that, additional on-line training was also commissioned for all staff.
	Correct safeguarding procedures that were failing at the time of the inspection	A8 - Assign the responsibility of carrying out pre-employment checks, updating and maintaining the single central register to a single manager	Christine Melia	October 2016	A named holder of the register in the Child Protection & Safeguarding policy.  The existence of only one "single central register"  All pre-employment checks are completed and recorded as required by	Completed  Completed.  In place.

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					paragraph 21 of the standards.	
		A9 - Reinforce the “no smoking” anywhere on school premises policy by sending all staff a written reminder	Aidan Pollitt	October 2016	Confirmation of receipt of the email.  Staff refraining from smoking on school premises, which is monitored by proprietor, children’s homes managers and education coordinator.	Completed.
		A10 - The Quality and Safeguarding Manager will audit the safeguarding logs each term to check compliance with policy and ISS.	Jo Sammon	From January 2017	Completion of the audits – evidenced by audit reports.  Use of audit results to improve procedures or plan additional training.	Completed and reported to Governors. Learning identified and records revised end of February 2017.  A new audit tool has been drawn up and will commence summer term 2017.
7(a)	Consistently check and ensure that safeguarding policies and procedures are followed	A11 - The school will be issued with several bound safeguarding books for completion for the following matters: <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Bullying</li> <li>• Staff competency in safeguarding</li> <li>• Allegations against staff (for managers only)</li> <li>• Incident Report Book</li> </ul>	Jo Sammon	November 2016	Delivery of the books.	Completed. Additional record called the home school book also established for implementation April 2017 to enhance communication and recording between school and carers.

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		<ul style="list-style-type: none"> <li>A12 - The DSL will be responsible for keeping records in the books listed above</li> </ul>	Fay Donnelly	From November 2016, onwards	The results of audits mentioned on A10 showing that these books are being used to record incidents according to the school's policies.	Completed.
		A13 - Conduct a termly audit of safeguarding practice and recording and an audit checklist will be produced.	Jo Sammon	From January 2017	<p>The completion of the audit every term evidenced by a completed checklist.</p> <p>Sharing the checklists and using them to plan improvements to safeguarding procedures.</p>	Initial audits completed and reported to governors (February 2017) of staff knowledge and of how records completed in February 2017. Draft audit pro-forma has been finalised and will be used from summer term 2017 onwards.
		A14 – Re-hang the missing fire extinguisher at Lawrence House, which had become detached from the wall fitting.	October 2016	Fay Donnelly	Re-hanging of missing fire extinguisher at Lawrence House School.	Completed
12	Ensure the school complies with Regulatory Reform (Fire Safety) Order	<p>A15 - Buy and display fire escape signs and put them up at the Lawrence House site</p> <p>Check all sites signs at start of Spring Term</p> <p>Add teacher health and safety checks to home school book.</p>	Fay Donnelly	October 2016	<p>Delivery of the fire escape signs and their placement at the Lawrence House School site</p> <p>Meet the criteria outlined in section 6 of "Fire Risk Assessment – Educational Premises" June 2006</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
12	Ensure the school complies	A16 - Self-assess using the Fire Safety Maintenance Checklist – Appendix A of the	Fay Donnelly	February 2017	Production of a completed checklist	Completed

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	with Regulatory Reform (Fire Safety) Order	"Fire Risk Assessment – Educational Premises" June 2006 guidance once a term.				
		A17 - Address any issues identified through this self-assessment	Fay Donnelly	February 2017	Notes on the checklist showing that issues have been addressed.	On-going
		A18 - A portacabin facility will be purchased and attached to premises at Bluebell Cottage to provide suitable toilet and washing facilities for sole use of pupils.	Fay Donnelly	March 2017	Delivery of the portacabin facility by the deadline.	Portacabin purchased. Installation and classroom preparation completed.
23(1) and 23(1)(a)	Ensure that there are suitable toilet and washing facilities provided for the sole use of pupils at each school site	A19 - De-register the Park Road site because there is not enough space to add a Portakabin and there seems to be no way of making it compliant.	Fay Donnelly	10/1/17	Receipt of confirmation that Park Road is no longer a registered site for Lawrence House School	Completed.
		A20 - Arrange for pupils currently attending Park Road to be offered education at a new premises (Hill House) and using range of community facilities.  Hill House to be registered with DfE	Fay Donnelly	December 2016  March 2017	Park Road pupils attending school at Hill House.  Hill House registered with DFE	Email sent to DfE March 2017 registering Hill House which has been acknowledged. Risk assessments and signage all in place.
		A21 - Buy foldaway beds to offer a rest facility at each site	Fay Donnelly	December 2016	Delivery of foldaway beds to all sites by the deadline.	Completed
24(1) and 24(1)(b)	Ensure that there is suitable accommodation for the short-term care of sick and injured pupils, which includes a washing facility	A22 - Place the foldaway beds in designated spaces at each setting for the short - term care of sick and injured pupils,	Fay Donnelly	December 2016	Floor maps highlighting the designated areas.  Each designated area must include a washing facility, be near to a toilet facility and have a fully stocked first-aid box.	Wayside new facility wet room contains a fitted fold down bed.  Collapsible beds installed at LHS, Nzuri House, Bluebell and Hill House.

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	and is near to a toilet facility	A23 - If space is not available in the education part of the building a designated room within the residential side will be used and staff will be assigned to regularly monitor the sick pupils	Fay Donnelly	December 2016	The room must include a washing facility, be near to a toilet facility and have a fully stocked first-aid box.  The staff rota at the home must always show that someone is available to regularly monitor pupils in the medical room.	Completed  Confirmed
		A24 - Repair the ceiling, restore the plaster, replace the broken toilet window at Lawrence House	Fay Donnelly	January 2017	Completion of repairs by the deadline.	Completed
25	Carry out repairs to address issue identified during inspection	A25 - A revised repairs system will be put in place coordinated by central administration team to improve speed of repairs.	Christine Melia	November 2016	Production of a document outlining the revised system.  Sharing the system with all the parties who will be involved in its implementation.	Completed
25	Maintain premises to a standard that protects the welfare, safety and health of pupils.	A26 - Repairs responsibilities will be clarified as follows: Lawrence House School facilities are the responsibility of Fay Donnelly to address. Repairs to other rooms used by the school within the children's homes, such as kitchens, are the responsibility of the children's home manager concerned. If the Education coordinator identifies any repairs these are to be logged in the school log book and passed to the home manager. If repairs are not actioned	Fay Donnelly and Managers at the Children's Home	November 2016	Production of a document which outlines these responsibilities.	Policy completed.

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		promptly matters are to be escalated to Jo Sammon, Quality Assurance and Safeguarding Manager.				
		A27 - The teacher at each setting is responsible for risk assessing their classroom or other space they or situation they are using for teacher before the start of teaching. The Health & Safety Executive's "Health and safety checklist for classrooms" can be used as a guide (It is important to note that not all checks on this list are required daily)	Fay Donnelly	December 2016	Completion of the checklist (or a customised version of it) by teachers.	Daily checks are carried out however they have been formalised using the HSE classroom checklist template, which is in place and is used prior to teaching and any concerns recorded in the home school log.
		A28 - Label drinking water in the education part of the premises at all sites.	Fay Donnelly	December 2016	Labels present on all sources of drinking water within the education part of the premises	Completed.
28(1) and 28(1) (c)	Label cold water supplies that are suitable for drinking	A29 - Commission the creation of a new school website (The company hosting the school's website has ceased trading and we have no access therefore we cannot update or take down the site for now) and ensure that it has amongst others the updated Child Protection & Safeguarding policy.	Peter Barron	September 2017	New school website going live.  The Child Protection & Safeguarding policy published on the website, when there is a website.	Access to school website being sought and documents will be added to that once domain access secured.  Available once the website has been revised. Pending that, information is available on request.
32(1) and 32(1) (c)	Provide information about the school's arrangements to safeguard and promote the welfare of pupils in the school	A30 - Until a new website is created a copy of the updated Child Protection & Safeguarding policy will be provided upon request via email or post.	Upon request	March 2017	Evidence that the policy is shared in this manner.	Agreed by Chair of governors and instruction given to admin to issue printed copies of policy when requested.
		A31 - All managers, leaders and governors will be given the following to read in detail:	Peter Barron	October 2016	Confirmation from all managers, leaders and trustees that they have	On governors meeting minutes.

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		<p>- the Independent School Standards (2014)</p> <p>- the Non-Association Independent School Inspection Handbook (August 2016)</p>			<p>read both documents – email or signatures</p> <p>Minutes of meetings showing that the standards were discussed particularly the un-met standards and how the school is working to meet them</p>	<p>On governors meeting minutes.</p>
34 34(1), 34(1)(a), 34(1)(b) and 34(1)(c).	<p>Ensure that persons with leadership and management responsibilities at the school: demonstrate good skills and knowledge appropriate to their role so that the independent school standards are met consistently</p>	<p>A32 - A specific training and development session will be held to review current practice formally against the ISS.</p>	Peter Barron	January 2017	<p>The review takes place by the deadline.</p> <p>A report summarising the findings from the review is produced.</p>	<p>Teachers completed a self-assessment at a development session which has fed into our SEF.</p>
34 34(1), 34(1)(a), 34(1)(b) and 34(1)(c).	<p>Ensure that persons with leadership and management responsibilities at the school: demonstrate good skills and</p>	<p>A33 - Review progress in the implementation of the action plan every term to evaluate if previously un-met standards are now met.</p>	Peter Barron	January 2017	<p>Reviews take place according to A33.</p> <p>A document summarising findings is produced and used as a point of discussion in board meetings.</p>	<p>Updated action plans with progress column submitted to Senior Management Team January 2017 and discussed at school governors February 2017.</p>

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	knowledge appropriate to their role so that the independent school standards are met consistently; fulfil their responsibilities effectively so that the independent school standards are met consistently; and actively promote the well-being of pupils	A34 - As part of the schools' self-evaluation process use "Completing the Record of Inspection Evidence and Judgments" Jan 2014 to get a clearer sense of how to check for compliance and carry out a self-evaluation in relation to the standards.	Peter Barron	April 2017	Production of a report stating how the school complies with the standards and what needs to be done to comply with standards that are un-met	Report will be on the agenda for the next governors meeting.
		A35 - An updated SEF will be completed.	Peter Barron Fay Donnelly	January 2017	Completion of the SEF by the deadline.	Completed
		A36 - Professional mentoring will be put in place for both the education coordinator and deputy from an experienced and qualified educationalist.	Susan Bennett and Nicola Sothorn	November 2016	Securing the services of the educationalist.  The educationalist must be suitably qualified and experienced to offer professional mentoring.	In place and on-going.
		A36 - An updated paper on the structure and role of governors will be written.	Peter Barron	December 2016	Production of the paper by the deadline.  Confirmation from governors that they have read this paper.  Reference to this paper being made during board meetings to redirect discussions that stray from the strategic.	AGBIS Guide for governors shared with senior management in December 2017 and first draft report shared with proprietor January 2017. Paper agreed as basis for Governing Body at Senior Team January 2017 and Governing bodies report and terms of reference were discussed at inaugural meeting.
34 34(1), 34(1)(a), 34(1)(b)	Ensure that persons with leadership and management	A37 - The Board of governors will have its first meeting in February 2017 and will have oversight of the operation of the school.	Peter Barron	February 2017	The meeting takes place by the deadline.	Management committee held in January and inaugural governors February 2017. Safeguarding

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and 34(1)(c).	responsibilities at the school: demonstrate good skills and knowledge appropriate to their role so that the independent school standards are met consistently; fulfil their responsibilities effectively so that the independent school standards are met consistently; and actively promote the well-being of pupils				Safeguarding policy, procedure and training are discussed as part of the agenda for that first meeting.	and training were on the agenda.
		A38 - Line management will be clarified and professional and management supervision put in place	Peter Barron	November 2016	Flowcharts produced illustrating the structure.	Completed.
		A39 - The job descriptions for both the Education Coordinator and Deputy/SENCO will be reviewed and revised to clarify their duties and responsibilities including administration.	Peter Barron Fay Donnelly	December 2016	Job descriptions showing the new duties and responsibilities.	Completed.
		A40 - Formal appraisal will be introduced for the Education Coordinator and will be carried out least annually thereafter.	Peter Barron	January 2017	The first appraisal takes place by the deadline.	Completed
		A41 - Additional management capacity will be appointed to offer on-going dedicated support to the school and offer regular management supervision with on-going supervision as well as a formal appraisal.	Peter Barron	November 2016	Appointment letter for the additional manager.  Evidence of contributions in board minutes and communications with the school.	Peter Barron acting senior manager on consultancy basis 2 days a week from October 2016.  See management committee and Boards of Governors minutes.

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					Evidence of management supervision and appraisals conducted by the additional manager.	Supervision of Education Coordinator in place from October 2016.  Appraisal of Education Coordinator completed April 2017.
34 34(1), 34(1)(a), 34(1)(b) and 34(1)(c).	Ensure that persons with leadership and management responsibilities at the school: demonstrate good skills and knowledge appropriate to their role so that the independent school standards are met consistently; fulfil their	A42 - The Education Coordinator will be enrolled for the National Professional Qualification for Senior Leadership.	Fay Donnelly	February 2017	Confirmation of enrolment onto NPQSL	Deferred as Education Coordinator felt too much to do getting school back on track following Ofsted. Aim is to re-enrol once Ofsted satisfied regarding progress.
		A43 - Mentoring from an appropriately qualified and experienced individual will be put in place for both the Education Coordinator and Deputy/SENCO with a focus on skills development, knowledge of standards and support	Susan Bennett and Nicola Sothern	November 2016	Appointment or service agreement document.  Records of mentoring.  Evidence of qualifications and experience showing suitability of the mentor for the role.	All in place and on-going.

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	responsibilities effectively so that the independent school standards are met consistently; and actively promote the well-being of pupils	A44 - Additional training has been put in place for both the Education Coordinator and Deputy/SENCO including specific training in safeguarding.	Jo Sammon	November 2016	Both take part in the training by the deadline.	<p>DSL completed DSL training December 2016.</p> <p>The SENCO, following mentoring, did not want to combine SENCO and deputy role.</p> <p>Deputy DSL advertised again in January and appointed March 2017 and initial on-line training offered pending DSL training date being identified.</p> <p>A full safeguarding programme was commissioned from Safe CIC Ltd and delivered 27 and 28 April 2017.</p>

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